

A Guide to Court Information in Connecticut

a publication of the Connecticut Judicial Branch

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Introduction

This manual was first produced in 1991 to meet the following two objectives:

- To foster a better understanding of the respective roles of those whose jobs or interests bring them to the state's courts; and
- To detail what information is available to the public in accordance with state law and the rules and policies governing the courts and under what circumstances.

This third edition is intended to serve as a guide for news professionals or other members of the public seeking access to court cases and files. For further clarification and guidance, please consult the Connecticut Practice Book and the Connecticut General Statutes.

Nothing in this publication supersedes the authority of the Connecticut Practice Book, the Connecticut General Statutes or a judge to determine, in any specific case, what information should be disclosed to the public. Members of the public have the right to see any document in any court file, unless a court has sealed the file or a statute has rendered the contents of the file confidential. State statutes provide that some information that is not otherwise available to the general public may be disclosed to victims of crime. Victims desiring access to information that is not otherwise available should contact a victim's advocate at 1-800-822-VICT.

A glossary of terms found in this manual is provided on pages 29 through 35.

This manual will be reviewed and revised periodically. Comments regarding suggested changes, additions or revisions should be directed in writing to:

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General Information

- 1. Court personnel are responsible for completing a myriad of tasks associated with the timely processing of each case. To facilitate access to court files, it is recommended that those requesting information make every effort to give court staff sufficient time to respond to requests for information.
- 2. As part of their daily responsibilities, court personnel should make every effort to provide public information when requested.
- 3. There will be periods of time during a trial when information may not be available for inspection. For example, when items are in the custody of jurors or the court or when items have been sealed by order of the court, they will not be available for viewing by the general public.
- 4. When possible, clerks may establish a routine time for the return of files to their offices. News professionals should check with their local clerk's office in order to determine the hours of operation.
- 5. Judicial staff should seal only those specific documents ordered by the judge or required by law. If there is any ambiguity whether an order to seal applies to an entire file or to one or more documents, the clerk should seek a clarification from the judge when the order is entered on the record, or as soon thereafter as possible.
- 6. Although Judicial staff have the responsibility to disclose materials that are open to the public, they are precluded from interpreting these materials.
- 7. Clerks have an obligation to remove from a file certain items which are statutorily exempt from disclosure before allowing a member of the public to inspect a file.
- 8. Pursuant to Section 52-259 of the Connecticut General Statutes, a fee will be charged to copy or certify disclosable documents. Please refer to Appendix A for a schedule of copy fees.

Court Proceedings

The term, *court proceedings*, refers to any action, hearing, investigation, inquest, or inquiry in which, testimony or other evidence may be presented. Court proceedings are generally open to the public; however, the court **may** exclude members of the public from hearing various matters including family relations matters and **must** (with limited exceptions) exclude members of the public from hearing juvenile matters and youthful offender issues. An appeal can be taken pursuant to C.G.S. 51-164x if one is excluded from a courtroom.

Court Files

What does the term "court file" mean?

For purposes of this guide, the term, *court file*, refers to the official record of the court and includes all the pleadings, exhibits, orders and word for word testimony that took place during the trial. (Not every court file contains each and every item cited herein.)

What information is contained in a court file pertaining to a criminal or motor vehicle matter?

The contents of a file depend on the nature of the case and the charges (see Connecticut Practice Book Section 7-13 for more detailed information). The file's contents **may** include, *inter alia*, the following documents:

- 1. executed arrest warrant;
- 2. original affidavit in support of probable cause;
- 3. summons and complaint;
- 4. infraction/violation complaint;
- 5. uniform arrest report (UAR);
- 6. information or indictment and any substitute information;
- 7. written plea of nolo contendere;
- 8. documents relating to programs for:
 - a) Youthful Offender (Y.O.)
 - b) Accelerated Rehabilitation (A.R.)
 - c) Alcohol Education Program (A.E.P.)
 - d) Drug Education Program
 - e) Family Violence Education Program
 - f) determination of competency to stand trial or suspension of prosecution;
- 9. official receipts;

- 10. judgment mittimus;
- 11. notice of rights;
- 12. orders regarding probation; and
- 13. transaction sheet.

• What information is contained in a court file pertaining to a civil or family matter?

The contents of a civil or family file depend on the nature of the case and the allegations. The file's contents **may** include the following documents:

- 1. The complaint, amendments to the complaint, a substituted complaint or an amended complaint;
- 2. Orders of notice, appearances and officers' returns;
- 3. Military or other affidavits;
- 4. Cross complaints, third-party complaints and amendments;
- 5. Responsive pleadings;
- 6. Memorandum of decision;
- 7. Judgment file or notation of the entry of judgment and all modifications of judgment; and
- 8. Executions issued and returned.

Are records of juvenile matters open to the public?

Generally, all records of cases of juvenile matters are confidential. Certain exceptions apply. For example, the record of the case of a juvenile matter involving delinquency proceedings or any part thereof, shall be available to the victim of the crime committed by such child to the same extent as the record of the case of a defendant in a criminal proceeding in the regular criminal docket would be available. (See C.G. S. § 46b-124.)

Sealing of Court Records

Specific Connecticut statutes and court rules permit particular documents in a civil or criminal case to be sealed. This means that specific records cannot be inspected by members of the public except by order of the court. (see Connecticut Practice Book Sections 11-20, 42-49, 25-29, and 35-5 for more detailed information.)

• What becomes unavailable to the public when a file is sealed by the court?

Only those portions of the file that the judge has ordered sealed. In the event of a partial sealing, certain information in the court file will continue to be available for public inspection.

When do sealed materials become available to the public and how will news professionals or members of the public know when a sealed file becomes disclosable?

Materials ordered sealed by the court are disclosable once the sealing order expires. News professionals or members of the public should make note of the date when the sealing order will expire. Please be aware that, in many cases, the information may not be disclosable at any point in the future.

What items are automatically sealed by statute?

Generally, communications and records of a party to the action between the following individuals are sealed:

- psychologist and patient;
- psychiatrist and patient;
- battered women's or sexual assault counselor and victim;
- Judicial Branch employee and employee assistance program counselor;
- physician, surgeon or health care provider and patient;
- marital and family therapist and person consulting such therapist;
- social worker and person consulting such social worker.

Is there an expedited process to review orders to seal court documents?

Yes, anyone impacted by court orders to seal or limit disclosure of materials on file in connection with a court proceeding may petition the appellate court for review of that order within 72 hours of its issuance, EXCEPT that the following types of matters will not be reviewed.

- orders under the family matters or search warrant statutes;
- any statutory provision authorizing the court to seal or limit disclosure of materials at a pretrial or trial stage; or
- a court rule that seals or limits disclosure of affidavits in support of arrest warrants.

(Please refer to C.G.S. § 51-164x for more information.)

What does "stripping the court file" mean?

After the disposition of a case, all documents except those listed under the court records section are removed from the file and destroyed.

Please see Appendix B for the retention schedule which varies depending upon the type of disposition.

What procedures should be followed when a judge enters an order to seal all or part of the file?

The time, date and terms of such order shall be entered by the clerk in the court file.

The clerk should seal **exactly** what the judge ordered sealed. If the clerk is uncertain whether the entire file is sealed or just a portion of it, the clerk, upon the issuance of the order, or as soon thereafter as possible, should ask the judge for a clarification of the order so that the record is clear.

The information becomes public on the next business day after the sealing order expires.

Even if an individual item in a file is sealed, the remainder of the file is open to the public. The clerk should advise anyone requesting information about the file of any material being withheld.

The sealed item or entire file, as appropriate, should be placed in an envelope and the outside should be marked as follows by the clerk:

Case number;

Case name;

Time and date of order to seal;

Name of judge issuing order to seal;

Whether there is a deadline after which disclosure may be made without a court order; and

Name of person sealing the document.

The envelope should then be sealed, marked "sealed", initialed and dated at the seal and, if necessary, closed with a tamper proof seal which will indicate if the seal is broken.

Pursuant to Court Operations Division policy and procedure, a warning sticker provided by the Division must be applied to the outside of the file jacket alerting the reader that the file contains sealed material.

The sealed item should be stored in a secure fashion in compliance with the court's order and state statute.

If a sealed item is subsequently opened, the sealed flap area must note:

The name of the person who opened the seal;

When?;

Why?; and

Whether it was opened due to expiration of the time or by a judge's order.

If the sealed document is stored apart from the existing file, the file should be cross referenced to reflect the missing item.

What information is sealed in an Alcohol Education Program file?

Individuals charged with operating a vehicle while under the influence of liquor or drugs or while impaired by liquor may apply for participation in the pretrial alcohol education system upon payment to the court of the required fee.

The court must order that the court file be sealed to the public, provided that the applicant states under oath, that he or she has never participated in the program and has not been convicted of manslaughter in the second degree with a motor vehicle, assault in the second degree with a motor vehicle, operation of a motor vehicle under the influence of liquor or drugs, or while the ratio of alcohol in the blood is ten-hundredths of 1% or more of alcohol, by weight, or an offense in another state with the essential elements of the offense listed above.

The court file is not automatically sealed by operation of law. A court must take some action to seal the items, either by verbal order or by checking the appropriate box (first box, located at the top of the back page) in the "First Order of Court" section on the JD-CR-44 form, *Pre-trial Alcohol Education System Application, Order, Disposition*.

Erasure of Records

By statute, clerks of court are prohibited from disclosing the existence of certain cases and may not provide any information pertaining to these cases. These records are considered "erased" or are referred to in the statutes as being "erased." Erasure does not necessarily mean that the file is destroyed, but rather that court staff must treat the matter as if it never occurred.

When must court records be erased?

Generally, police, court and prosecutorial records must be erased when:

- 1. More than 20 days have elapsed after a defendant is acquitted or the dismissal of a criminal case, unless an appeal is taken, or 13 months have elapsed after a nolle is entered;
- 2. A defendant is granted an absolute pardon;
- 3. The offense for which the defendant was convicted is later decriminalized; or
- 4. The matter pertains to a person who has been adjudicated a youthful offender and has been discharged from the supervision of the court.

Under what circumstances would a clerk respond that there is no public record of a case?

Generally, where:

- 1. The case was dismissed more than 20 days ago;
- 2. A nolle was entered more than 13 months ago;
- 3. More than 20 days ago, the case either ended in a finding of not guilty or a judgment of acquittal; or
- 4. The records of a case have been erased.

In the event of a file sealed by court order, the clerk may acknowledge the existence of such a file, but indicate it as being sealed.

Covering the Supreme Court and Appellate Court

Where are the Supreme Court and the Appellate Court located?

The Supreme Court is located in the Supreme Court & Library Building at 231 Capitol Avenue in Hartford.

The Appellate Court is located on the fourth floor of the Superior Court Building at 95 Washington Street in Hartford.

The filing address for both courts is 231 Capitol Avenue, Hartford, CT, 06106.

How is the docket of cases distributed and what information does it contain?

The *docket* of cases ready to be heard by the Supreme Court or the Appellate Court is distributed to the media in the Capitol Press Room approximately four weeks before the session in which the cases might be heard. The *docket* also contains dates by which requests for camera or tape coverage must be filed.

What information is contained in the Assignment of Days and when is it distributed?

The Assignment of Days contains the day, date and time when specific appeals will be heard. The Assignment of Days is distributed approximately ten days before the session in which the cases might be heard and is available on the Judicial Branch website at www.jud.state.ct.us.

How can information on the date that a specific appeal will be heard be obtained?

For information on the date that a specific appeal will be heard by the Supreme Court or the Appellate Court, the Assignment of Days should be consulted. If a case does not appear on the Assignment of Days and information about this scheduling of a case is needed, the Office of the Chief Clerk for the Supreme Court and the Appellate Court should be contacted at 860-566-8160.

Where may copies of the record and briefs pertaining to a particular appeal be reviewed?

If the record and briefs in a current case need to be reviewed, they may be reviewed in the Office of the Chief Clerk of the Supreme Court and Appellate Court, located at 231 Capitol Avenue in Hartford. Older cases are on microfiche and may be reviewed at any law library. A copy of the record and briefs of cases argued are also available for review after the term is concluded in the State Library at the same address as the Office of the Chief Clerk.

Are cameras and tape recorders permitted in the Supreme Court and the Appellate Court?

With the permission of the appellate jurists, the use of television, still cameras and tape recorders is permitted in the Supreme Court and the Appellate Court under specific circumstances.

Media requests must be made in writing to the Chief Clerk of the Supreme Court and the Appellate Court and copies of the request must be sent to counsel for the parties by certified mail.

(For more detailed information, please consult the Rules of Appellate Procedure regarding cameras and electronic media which have been included as Appendix C.)

How and when are Supreme Court and Appellate Court decisions released?

Supreme Court and Appellate Court decisions are printed in the *Connecticut Law Journal*, which is delivered to the Press Room at the State Capitol every Monday at 2:00 p.m. Copies of the Law Journal may also be viewed at the Judicial Branch's eleven law libraries.

If a state holiday occurs on a Monday, the release of the journal is postponed until the next day at 2:00 p.m.

In rare instances, the Chief Clerk of the Supreme Court and the Appellate Court will release information about an action taken by either court prior to publication in the journal. Unless specifically noted otherwise, the official date of release of appellate opinions is the date of their publication in the *Connecticut Law Journal*. Advanced electronic access to the opinions, however, may be obtained through the Electronic Bulletin Board Service (EBBS), a subscription

service of the Commission on Official Legal Publications. Please contact the Commission on Official Legal Publications at (860) 741-3027 for further information.

What are slip opinions and how are they distributed?

Slip opinions are opinions of the Supreme Court or the Appellate Court that are released prior to their publication in the *Connecticut Law Journal*. They are in typewritten format on $8 \frac{1}{2} \times 11^{\circ}$ paper.

Announcements of the release of slip opinions are faxed to the news media and the opinions are available for review at the Legal and Legislative Reference Desk in the State Library.

Copies of the slip opinions may be purchased from the Office of the Chief Clerk of the Supreme and the Appellate Court for \$8.64 per opinion.

Opinions that were released as slip opinions are published in the *Connecticut Law Journal* approximately 2-3 weeks after their initial release.

Is it possible to get an explanation of decisions which have been released?

No justice of the Supreme Court nor judge of the Appellate Court, nor any member of the Judicial Branch, will explain or comment upon the legal meaning or implications of a decision of the Supreme Court or the Appellate Court.

Reporters and members of the public should review the syllabus that is printed at the beginning of each decision. If more information is needed, questions should be directed to counsel who participated in oral argument for that appeal or to an attorney who represents their news organization or themselves. (The names of the attorneys who argued before the court are listed at the beginning of the decision.)

Where should inquiries regarding the status of cases or other legal matters be directed?

Inquiries regarding the status of cases or other legal matters should be directed to the Office of the Chief Clerk of the Supreme Court and the Appellate Court (860) 566-8160.

Inquiries pertaining to other matters such as statistics and camera rules should be directed to the External Affairs Division at (860) 566-8219.

For more information on covering the Supreme Court and Appellate Court, please consult Connecticut Practice Book Section 70-9 which is contained in Appendix C.

Covering the Superior Court

How is the Superior Court organized?

The state is divided into 13 judicial districts, 22 geographical areas, 6 housing sessions and 13 juvenile districts. For a listing of these court locations, please consult the *Judicial Directory* which may be obtained in the offices of the court clerk or by calling the External Affairs Division at (860) 566-8219, or by visiting our web site at www.jud.state.ct.us.

What is the difference between the types of cases heard at a judicial district and a geographical area court location?

In general, major criminal cases, civil matters and family cases not involving juveniles are heard at judicial district court locations. Other civil and criminal matters are heard at geographical area locations. Cases involving juveniles are heard at juvenile court locations.

 May reporters or other members of the public "cover" <u>trials</u> by using television or still cameras, radio or tape recorders?

With the permission of the administrative judge and the trial judge, electronic coverage is allowed for civil, and criminal proceedings that: (1) take place after the jury has been sworn in for jury cases; and (2) commence with the swearing in of the first witness for non-jury cases.

The following matters may **not** be covered by using television or still cameras, radio or tape recorders:

- Family relations matters as defined in the General Statutes §46b-1;
- Sentencing hearings, except in trials that have been previously covered electronically;
- Trials involving trade secrets;
- In jury trials, all proceedings held in the absence of the jury;
- Trials of sexual offense charges; and
- Trials of cases that must be closed to the public to comply with the provisions of state law.

Are there specific items which may not be recorded electronically?

The following specific events and individuals may **not** be photographed or recorded electronically:

- (a) Recesses;
- (b) Judge/counsel or counsel/client conferences;

- (c) Jurors, except where coverage is impossible without including the jury as part of the unavoidable background. In that case, closeups that clearly identify individual jurors are prohibited;
- (d) Any participant if the trial judge bans such coverage; and
- (e) Areas adjacent to the courtroom.

What is the procedure for securing permission to cover a trial electronically?

A written request must be sent at least three days before the trial begins to the administrative judge of the district where the trial will be held, listing all news organizations seeking to participate in a pool. Both the administrative judge and the trial judge must approve the request.

Are there any equipment requirements?

Television Cameras

One camera operator must use one camera on a tripod. Videotape recording equipment and other equipment that is not a component part of the television camera must be located outside of the courtroom.

Still Cameras

One photographer may not carry more than two still cameras with one lens for each camera.

Audio System

Audio pickup must be accomplished from the existing audio system. If there is no technically suitable audio system, microphones and related wiring essential for media purposes must be unobtrusive. All equipment must be in a location approved by the trial judge. No equipment may be placed in or removed from the courtroom while the court is in session.

Changing Film

Television film magazines or still camera film or lenses may not be changed within the courtroom except during a recess or other appropriate time in the trial.

Artificial Lighting

No artificial lighting may be used without the approval of the trial judge and other appropriate authority. Equipment cannot make distracting sounds.

All equipment must be in a location approved by the trial judge. No equipment may be placed in or removed from the courtroom while the court is in session.

For more information on covering the Superior Court, please consult Connecticut Practice Book Section 1-11 which is contained in Appendix C.

	A CCESS GUIDELINES	
NAME	OPEN/CLOSED	COMMENTS/CITATION
Accelerated Rehabilitation (AR)	Open for the duration of the AR probationary period and for 20 days after the entry of a dismissal by the court. The records are then erased pursuant to C.G.S. 54-142a(a) unless an appeal is filed.	C.G.S. 54-56e
Acknowledgment of Paternity	If filed prior to 10/1/95 closed; if filed on or after 10/1/95 open.	Public Act 95-133: Individuals seeking disclosure of an acknowledgment filed prior to 10/1/95 must file an application for disclosure.
Acquittals	Acquittals are available for 20 days after disposition. If the case is appealed, the record remains open while the case is on appeal. After the 20th day, the clerk may not disclose anything about the case nor acknowledge that it ever existed.	C.G.S. 54-142a et, seq.
Agreement to Support	If filed prior to 10/1/95 closed; if filed on or after 10/1/95 open.	Public Act 95-133
Alcohol Education Program (AEP)	Closed	C.G.S. 54-56g
Alcohol Evaluation Reports	Closed	C.G.S. 17a-694
Arrest Warrants	Generally open after arrest (unless sealed by order of the court)	Practice Book.
Bail Interview Records	Closed	C.G.S. 54-63d(d)
Child Support Enforcement	Open, with specific exceptions	Inquiries regarding child support enforcement matters should be directed to 860-569-6233.

Day Book (Log of civil cases filed)	Open	
Dismissals (Criminal)	Dismissals are available for 20 days after disposition, unless appealed, in which case the dismissals are available during the period of the appeal. After the 20th day, the clerk may not disclose anything about the case nor acknowledge that it ever existed.	C.G.S. 54-142a et, seq.
Dispositions (Civil)	Generally, open	Results available as soon as possible after courtroom and/or administrative processing. If court reserves decision, that decision is available upon filing with the clerk. Information on the computer screen may be given over the phone. Other material must be viewed at the clerk's office.
Dispositions (Criminal)	Open, with restrictions	Dispositions should be disclosed as soon as the file is available, after the courtroom proceeding. Docket sheets containing disposition data are available for review at the clerk's office for 20 days; information requests for dispositions older than 20 days should be made in writing to the Records Center. Requests for information must include
		the name, case docket number, date of disposition and court location where the case was heard and, if possible, the defendant's date of birth.
Docket Sheets (Civil/Family)	Open, unless the proceedings are confidential. Available at the close of the day's court business.	
Docket Sheets (Criminal/ Motor Vehicle)	Open, with restrictions	
Domestic Violence	Open, unless sealed by the court	
Drug Education Program	Closed	C.G.S. 54-56i
Drug Dependency Evaluation	Closed	C.G.S. 17a-694

Exhibits:		
Full (entered by a party)	Generally disclosable	Certain records are non-disclosable under C.G.S. 52-146b
I.D. Court (entered by a judge)	Generally disclosable Generally disclosable	unougn 32-1404.
Family Matters:		
Family Matters Evaluation or Studies	Closed, except to parties and counsel (unless otherwise ordered by court)	Practice Book 25-60
Family Matters Hearings	Open, unless closed by judge	Practice Book 25-59
Files (Civil/Family)	Open, unless sealed by court order.	Civil file and documents are available to the public when the clerk receives them officially by time-stamping the documents.
Files (Criminal)	Open, unless sealed	Available upon filing. In cases with a great degree of public interest where a high demand is expected, the clerk should make extra copies of the documents and have them available at the counter or make multiple copies for distribution upon payment of a fee.
Identities of Sexual Assault Victims	Confidential (except to accused). Disclosed only upon order of court.	C.G.S. 54-86e.
Juror Information	Open, with restrictions	In criminal matters, public availability of information regarding jurors who sat on the trial of the case is determined by the status of the case file itself. For example, in cases of acquittals, information becomes confidential after 20 days, unless an appeal is taken.
Name of juror	Open	There may be a period of time when the trial judge temporarily suspends the dissemination of this information, e.g., during the jury's deliberation on the case. The public

		and press should anticipate this period.
Address of juror	Open	
Telephone number of juror	Closed	
Period served	Open	
Amount paid for jury service	Open	
Juror Questionnaire	Closed	C.G.S. 51-232(c)
Juvenile Records	Closed, with specific exceptions	. C.G.S. 46b-124, Practice Book 35-5
Nolles	Files of cases in which nolles are entered are available for 13 months from the day the nolle is entered.	C.G.S. 54-142a(c):
Records in cases with a finding of "not guilty."	"Not guilty" records are available for 20 days after disposition. If the case is appealed, the record remains open while the case is on appeal. After the 20th day, the clerk may not disclose anything about the case nor acknowledge that it ever existed.	C.G.S. 54-142a et. seq.
Pardons	Upon petition by the party, an absolute pardon received prior to October 1, 1974, will result in the erasure of records. The subject of the record may obtain information pertaining to any charge so erased upon submission of proof of identity. Whenever an absolute pardon was received on or after October 1, 1974, such records shall automatically be erased.	C.G.S. 54-142a(d)
Paternity Action	Open with restrictions. Acknowledgments and Agreements filed within a paternity action filed prior to 10/1/95 are non-disclosable. Acknowledgments and Agreements filed after 10/1/95 are disclosable.	
Pre-Sentence Investigation	Closed	C.G.S. 54-91b, C.G.S. 54-142g(a), Practice Book

& Assessments		43-7, 43-8, 43-9
Search Warrants (unless sealed by order of the court)	Generally open after execution and return	C.G.S. 54-33c
Seized Property Inventory	Open, unless sealed by court order	
Sexual assault files	Open, with identity of victim masked	
Victim's Identity in Sexual Assault and Risk of Injury Cases	Closed, except to the accused	The state's attorney will usually require law enforcement agencies to use pseudonyms in arrest warrants to maintain the anonymity of the victim. If the warrant actually names the victim, however, the name and address should be removed, but not the circumstance of the case. The name and address of the victim are confidential (C.G.S. 54-86e). The rest of the affidavit is public information.
Youthful Offender Information	Closed, but open to offenders. Upon application for Y.O. status, the court file is sealed. The court file is unsealed if the defendant is found to be ineligible for the program.	C.G.S. 54-76c and C.G.S. 54-76d.
Youthful Offender Proceedings	Private proceedings	Pursuant to 54-76h

Services Available

Record Searches

Requests for criminal or motor vehicle record searches should initially be made in writing at the geographical area court location where the arrest occurred. The name and date of birth and, if possible, the date of arrest or disposition should be included in any request for a record search. Please note that the search will be limited to records at the requested court location.

Statistics

Statistical information on Superior Court cases may be obtained from the Superior Court Operations Division at (860) 563-9435.

Computer Access

The Judicial Branch offers to members of the press, bar and public, dial-in access to its civil/family system for a fee. This access allows users of the system to inquire directly into the civil and family case records contained in the Superior Court's database and to review the status of computerized court records.

Available information includes: whether an appearance has been filed on behalf of a party and by whom; whether a motion has been filed or acted upon; whether the case is pending or disposed, and calendar information for the short calendar, family magistrate, civil assignment list, family assignment list and dormancy short calendar. For information on the dial-in access system, please contact Judicial Information Systems (860) 566-8580.

Electronic Bulletin Board

The Electronic Bulletin Board System allows the electronic transfer of information from the Judicial Branch to a subscriber's personal computer. In addition to viewing the information, subscribers are able to download text into their personal computers. Please call (860) 741-3027, to obtain additional information about this service.

External Affairs Division

For information concerning the Judicial Branch, its programs, its policies, or for assistance in obtaining information about a specific case, please feel free to contact the External Affairs Division of the Connecticut Judicial Branch at (860) 566-8219.

Court Clerk's Office

For case specific information or access to court records, please contact the court clerk's office in the geographical area, housing session or judicial district where the case was filed. For a current listing of court clerk's telephone numbers and addresses, please refer to the *Directory of the Connecticut Judicial Branch* which are available in court clerk's offices or by calling the External Affairs Division at (860) 566-8219.

APPENDIX A: Copy Charges

COPY CHARGES

The following rates are in effect for copies of court-related documents.

Transcript charges:

\$1.75 per page (\$1.50 per page for state officials and other entities listed in C.G.S. §51-63(c). There are additional charges for expedited transcripts.

Note:

Transcripts are placed in a file are the work product of the reporter or monitor who prepared them. Unless the court has ordered that a transcript be placed in the file, the clerk will direct you to the appropriate reporter/monitor to purchase copies.

Generally, Court Reporters' and Monitors' tapes are destroyed, subsequent to the issuance of a destruction order by the Court, seven years after they are recorded.

Effective October 1, 1996, C.G.S. 54-142a(h), which does not apply retroactively, excludes transcripts from the definition of court record for purposes of the erasure statute. (CGS §54-142a) A criminal defendant who has been acquitted or whose charges have been dismissed does not have a right to have the transcripts of the criminal proceedings erased. Consequently, a transcript can be made available to any party, upon request. However, if a criminal defendant has satisfied all the conditions for erasure prior to October 1, 1996, a transcript shall not be provided.

Court records/documents: \$1.00 per page (CGS § 52-259). Certified judgement files are available for \$15, \$10 if uncertifed.

Administrative records: \$.

\$.25 per page

APPENDIX B: Retention Schedule

	Type of Case	Stripping Date	Retention Date
(1)	Administrative appeals		3 years
(2)	Contracts	1 year	20 years
(3)	Eminent domain		10 years
(4)	Family		
	Dissolution of marriage, legal separation, annulment and change of name	5 years	75 years
	• Uniform reciprocal enforcement of support		6 years after youngest child reaches majority age or after activity ceases, whichever is shorter, subject to federal law on filing an Amended Tax Return.
	Delinquency		Until subject is 25 years of age.
	• Family with Service Needs		Until subject is 25 years of age.
	• Termination of Parental Rights		Permanent
	Neglect and Uncared For		75 years
<u> </u>	Emancipation of Minor		5 years
	• Other		75 years
(5)	Summary Process		3 years

Type of Case	Stripping Date	Retention Date
(6) Miscellaneous	15 Ingla n ts and the stop-strative as a constant and the state of the	emiseras esperimental de mos esperimental de mos estado estado estado estado estado en estado en estado en est
Bar discipline		50 years
 Money damages (except where a satisfaction of judgment has been filed) 	1 year	26 years
 Mandamus, habeas corpus, arbitration, petition for new trial, action for an accounting, interpleader 		10 years
(7) Property	5 years	26 years
(8) Small Claims		15 years
(9) Torts	1 year	26 years
(10) Wills and Estates		10 years
(11) Actions affecting Title to Land Terminated by a Final Judgment		40 years at clerk's office; thereafter may be transferred to State Library or Records Center
(12) The files in all civil, family and juvenile actions, including summary process and small claims matters may be destroyed upon the expiration of one year after such termination or the rendition of such judgment under the following circumstances:		Destroyed upon the expiration of one year after such withdrawal, dismissal or satisfaction of judgment has been filed.
1) The action is terminated before a final judgment has been rendered on the issues by the filing of a withdrawal or by other action or stipulation of the parties.		
2) The action is terminated by a judgment dismissing the action when the issues have not been resolved on the merits or upon motion by any party or the court.		

3) The judgment is for money damages only and a full satisfaction of such judgment has been filed.		
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APPENDIX C: Rules

Rules of Appellate Procedure; Cameras and Electronic Media

Connecticut Practice Book Sec. 70-9 Cameras and Electronic Media; In General

Except as otherwise provided by these rules, the court will prohibit broadcasting, televising, recording, or taking photographs in the courtroom and areas immediately adjacent thereto during sessions of court or recesses between sessions. The court may authorize:

- (a) the use of electronic or photographic means for the perpetuation of a record or for purposes of judicial administration;
- (b) the broadcasting, televising, recording or photographing of investitive or ceremonial proceedings;
- (c) the photographic or electronic recording and reproduction of appropriate court proceedings under the following conditions:
 - (1) the means of recording will not distract participants or impair the dignity of the proceedings;
 - (2) the parties have consented;
 - (3) the reproduction will not be exhibited until after the proceeding has been concluded and all direct appeals have been exhausted; and
 - (4) the reproduction will be exhibited only for instructional purposes in educational institutions.

Connecticut Practice Book

Sec. 70-10 Cameras and Electronic Media; Coverage of Court Proceedings

- (a) The broadcasting, televising, recording or photographing of court proceedings by news media in the courtroom of the court will be allowed subject to the limitations set forth herein.
- (b) Any member of the news media seeking permission to broadcast, televise, record or photograph a court proceeding appearing on a printed docket of the court, excluding any hearing on a motion, shall, not later than the Wednesday which is thirteen days before the term for which such printed docket is prepared, file a written request with the appellate clerk and at the same time shall send by certified mail a copy of such written request to each counsel or pro se party of record. Endorsed on the request filed with the appellate clerk shall be a

certification of such mailing. If any counsel or pro se party of record wishes to be excluded from any broadcasting, televising, recording or photographing in a court proceeding appearing on a printed docket of the court, he or she shall file a written request with the appellate clerk not later than the Wednesday which is six days before the term for which such printed docket is prepared. The request shall set forth in detail the reasons why the request should be granted. The printed docket shall indicate the dates by which requests for coverage and requests for exclusion must be filed. The appellate clerk shall refer any such requests to the appellate jurists for review and their decision on the requests shall be final. Before the appellate jurists approve of any request for coverage, they shall be satisfied that the permitted coverage will not interfere with the rights of the parties to a fair hearing. The right, however, to permit or to exclude coverage, whether partially or totally, at any time in the interests of the administration of justice shall remain with the appellate jurists.

- (c) Generally, no broadcasting, televising, recording or photographing of any proceedings in appeals taken from trial court judgments in the following cases shall be permitted:
 - (1) Family relations matters as defined in Gen. Stat., § 46b-1;
 - (2) Cases involving trade secrets;
 - (3) Cases involving sexual offense charges;
 - (4) Cases which were closed to the public to comply with the provisions of state law.
- (d) No broadcasting, televising, recording or photographic equipment permitted under these rules shall be operated during a recess.
- (e) No audio broadcasting or audio recording of conferences in the courtroom among members of the court, between co-counsel or between counsel and client shall be permitted.
- Only one television camera operator, utilizing one portable mounted television camera, shall be permitted in the courtroom. The television camera and operator shall be positioned only in such location in the courtroom as shall be designated by the appellate jurists. To the extent possible that location shall provide access to optimum coverage. While court proceedings are in progress, the television camera operator shall operate the television camera only in that designated location. Videotape recording equipment and other equipment which are not component parts of a television camera shall be located outside the courtroom.
 - Only one still camera photographer, carrying not more than two still cameras with not more than one lens for each camera, shall be permitted in the courtroom. The still camera photographer shall be positioned only in such location in the courtroom as shall be designated by the court. To the extent possible that location shall provide access to optimum coverage. While court proceedings are in progress the still camera photographer shall photograph court proceedings only from that location.

- Only one audio system for television, broadcasting and recording purposes shall be permitted in the courtroom. Audio pickup for such purposes shall be accomplished from the existing audio system in the court facility. If there is no technically suitable audio system in the court facility, microphones and related wiring essential for media purposes shall be unobtrusive and shall be located in places designated in advance by the appellate jurists.
- (g) No broadcasting, televising, recording and photographic equipment shall be placed in or removed from the courtroom while the court is in session. Television film magazines or still camera film or lenses may be changed within the courtroom, provided that it is done in a quiet and unobtrusive manner.
- (h) Only still camera, television and audio equipment which does not produce distracting sound or light shall be employed to cover the proceeding. The operator of such equipment shall not employ any artificial lighting device to supplement the existing light in the courtroom.
- (i) Participating members of the broadcasting, televising, recording and photographic media shall make their respective pooling arrangements, including the establishment of necessary procedures and selection of pool representatives, without calling upon the appellate jurists to mediate any dispute as to the appropriate media representative or equipment for a particular proceeding. If any such medium shall not agree on equipment, procedures and personnel, the appellate jurists shall not permit that medium to have coverage.
- (j) Except as provided by these rules, established restrictions upon broadcasting, televising, recording and photographing in areas adjacent to courtrooms shall remain in full force.
- (k) The conduct of all attorneys with respect to trial publicity shall be governed by Disciplinary Rule 3.6 of the Rules of Professional Conduct.

Superior Court Rules; Cameras and Electronic Media

Connecticut Practice Book Sec. 1-10 Cameras and Electronic Media; In General

Except as otherwise provided by these rules, a judge should prohibit broadcasting, televising, recording, or taking photographs in the courtroom and areas immediately adjacent thereto during sessions of court or recesses between sessions. A judge may authorize:

- (a) the use of electronic or photographic means for the presentation of evidence, for the perpetuation of a record, or for other purposes of judicial administration;
- (b) the broadcasting, televising, recording, or photographing of investitive, ceremonial, or naturalization proceedings;
- (c) the photographic or electronic recording and reproduction of appropriate court proceedings under the following conditions:
 - (1) the means of recording will not distract participants or impair the dignity of the proceedings;
 - (2) the parties have consented, and the consent to being depicted or recorded has been obtained from each witness appearing in the recording and reproduction;
 - (3) the reproduction will not be exhibited until after the proceeding has been concluded and all direct appeals have been exhausted; and
 - (4) the reproduction will be exhibited only for instructional purposes in educational institutions.

Sec. 1-11 Media Coverage of Court Proceedings

- (a) The broadcasting, televising, recording or photographing of court proceedings by news media will be allowed, subject to the limitations hereinafter set forth, in civil and criminal trials in the superior court.
- (b) A judge may permit broadcasting, televising, recording or photographing of civil and criminal trials in courtrooms of the superior court except as hereinafter excluded. As used in these rules, the word "trial" in jury cases shall mean proceedings taking place after the jury has been sworn and in non-jury proceedings commencing with the swearing in of the first witness.

- (c) Any media or pool representative seeking permission to broadcast, televise, record or photograph a civil or criminal trial shall, at least three days prior to the commencement of the trial, submit a written request to the administrative judge of the judicial district where the case is to be tried. A request submitted on behalf of a pool shall contain the name of each news organization seeking to participate in that pool. The administrative judge shall refer the request to the trial judge who shall approve or disapprove such request. Disapproval by the trial judge shall be final. Before the trial judge approves of such request the judge shall be satisfied that the permitted coverage will not interfere with the rights of the parties to a fair trial, but the right to limit coverage at any time in the interests of the administration of justice shall be reserved to such judge. Approval of the request, however, shall not be effective unless confirmed by the administrative judge. Any news organization seeking permission to participate in a pool whose name was not submitted with the original request may, at any time, submit a separate written request to the administrative judge and shall be allowed to participate in the pool arrangement only with the approval of the trial judge.
- (d) No broadcasting, televising, recording or photographing of any of the following proceedings shall be permitted:
 - (1) Family relations matters as defined in the General Statutes 46b-1;
 - (2) Sentencing hearings, except in trials which have been previously broadcast, televised, recorded or photographed;
 - (3) Trials involving trade secrets;
 - (4) In jury trials, all proceedings held in the absence of the jury;
 - (5) Trials of sexual offense charges;
 - (6) Trials of cases which must be closed to the public to comply with the provisions of state law.
- (e) No broadcasting, televising, recording or photographic equipment permitted under these rules shall be operated during a recess in the trial.
- (f) No broadcasting or recording of conferences involving counsel and the trial judge at the bench or involving counsel and their clients shall be permitted.
- (g) No juror shall be the subject of any coverage permitted under these rules. However, in courtrooms where televising or photographing is impossible without including the jury as part of the unavoidable background, the televising or photographing is permitted, but closeups which clearly identify individual jurors are prohibited.

- (h) The trial judge in his or her discretion, upon the judge's own motion, may prohibit the broadcasting, televising, recording or photographing of any participant at the trial. The judge may also, at the request of a participant, prohibit in his or her discretion the broadcasting, televising, recording or photographing of that participant at the trial. The judge shall give great weight to requests where the protection of the identity of a person is desirable in the interests of justice, such as for the victims of crime, police informants, undercover agents, relocated witnesses, juveniles and individuals in comparable situations. Participant for the purpose of this rule shall mean any party, lawyer or witness.
- (i) Only one television camera operator, utilizing one portable mounted television camera, shall be permitted in the courtroom. The television camera and operator shall be positioned in such location in the courtroom as shall be designated by the trial judge. While the trial is in progress, the television camera operator shall operate the television camera in this designated location only. Videotape recording equipment and other equipment which is not a component part of the television camera shall be located outside the courtroom.
 - Only one still camera photographer, carrying not more than two still cameras with one lens for each camera, shall be permitted in the courtroom. The still camera photographer shall be positioned in such location in the courtroom as shall be designated by the trial judge. While the trial is in progress the still camera photographer shall photograph court proceedings from this designated location only.
 - Only one audio system for televising, broadcasting and recording purposes shall be permitted in the courtroom. Audio pickup for such purposes shall be accomplished from the existing audio system in the court facility. If there is no technically suitable audio system in the court facility, microphones and related wiring essential for medial purposes shall be unobtrusive and shall be located in places designated in advance by the trial judge.
- No broadcasting, televising, recording and photographic equipment shall be placed in or removed from the courtroom while the court is in session. Television film magazines or still camera film or lenses shall not be changed within the courtroom except during a recess or other appropriate time in the trial.
- (k) Only still camera, television and audio equipment which does not produce distracting sound or light shall be employed to cover the trial. The operator of such equipment shall not employ any artificial lighting device to supplement the existing light in the courtroom without the approval of the trial judge and other appropriate authority.
 - (1) Participating members of the broadcasting, televising, recording and photographic media shall make their respective pooling arrangements, including the establishment of necessary procedures and selection of pool representatives, without calling upon the court to mediate any dispute as to

the appropriate media representative or equipment for a particular trial. If any such medium shall not agree on equipment, procedures and personnel, the court shall not permit that medium to have coverage at the trial.

- (m) Except as provided by these rules, established restrictions upon broadcasting, televising, recording and photographing in areas adjacent to the courtrooms shall remain in full force.
- (n) The conduct of all attorneys with respect to trial publicity shall be governed by Rule 3.6 of the Rules of Professional Conduct.
- (o) To evaluate prospective problems where approval for broadcasting, televising, recording or photographing of a trial has been granted, and to ensure compliance with these rules during the trial, a mandatory pretrial conference shall be held by the trial judge, attorneys and media personnel. At such conference the trial judge shall review these rules and set forth the conditions of coverage in accordance therewith.

APPENDIX D: Glossary

Accelerated Rehabilitation (AR): A program available to persons charged with one or more crimes or motor vehicle violations for which a sentence of imprisonment may be imposed when such crimes or violations are not of a serious mature. The program is not available to persons charged with a class A or class B felony, certain other offenses, including a family violence crime, persons charged with a crime or motor vehicle violation who, as a result of the commission of such crime or motor vehicle violation, causes the death of another person, and to those previously adjudged a youthful offender on or after October 1, 1995, or to those with certain previous convictions. A person granted AR is placed on probation for up to two years; the charges may be dismissed upon completion of probation (C.G.S. 54-56e).

Adjudication: A judicial decision or sentence.

- Alcohol Education Program (AEP): Pursuant to this program (C.G.S. §54-56g), the court may refer a person charged for the first time with driving while intoxicated (D.W.I.) to the Department of Mental Health and Addiction Services for evaluation and placement into an alcohol educational program. Typically, a person will be placed in an educational program consisting of at least 10 counseling sessions. Charges will be dismissed if the judge finds that the person has satisfactorily completed the program.
- Alford Doctrine: A plea in which the defendant does not admit guilt, but concedes the state has enough evidence to secure a conviction. Taken from *North Carolina v. Alford*, 400 U.S. 25 (1970), the plea permits a defendant, without admitting guilt, to enter into a plea bargain with the state on the basis of the strength of the state's case. If the Alford Plea is accepted by the court, a finding of guilt (conviction) will follow.
- Alternative Incarceration Center (AIC): A community-based program designed to provide intensive monitoring, supervision and services to persons who otherwise would be incarcerated. Referrals are accepted at both the pretrial level and as part of a sentence (usually a condition of probation).

Answer: A pleading, in civil matters, by which the defendant responds to the plaintiff's complaint.

Appellant: The party appealing a decision or judgment to a higher court.

Appellee: The party against whom an appeal is taken.

Arraignment: The appearance at which a defendant is advised of his/her rights by a judge and may enter a plea to the charges (C.G.S. §54-1b).

Attachment: A lien upon property or assets to hold property to satisfy any final judgment.

Bail: See "Bond"

Bail Commissioner: A state-appointed person who may set the amount of bond for persons detained at a police station prior to arraignment and who recommends to the court the amount of bond that should be set on each criminal case.

Bench Warrant: Process issued by the court itself, or "from the bench," for the arrest of a person.

Bind Over: See "Transfer"

Bond: The security or signature given to assure a defendant's appearance in court. Under the Connecticut Constitution, bond must be set in all cases except when the defendant is charged with a capital felony (death penalty cases).

Non-surety bond: The defendant's signature alone guarantees the amount of bond; the defendant is not required to post any property or retain the services of a professional bail bondsman as collateral.

Surety bond: The court requires cash, real estate or a professional bondsman's signature as collateral before releasing the defendant back into the community. (The court may allow the defendant to post ten percent of the bond in cash to secure his or her release.)

Bond Forfeiture (calling the Bond): If the defendant fails to appear in court as scheduled, the judge may order the bond forfeited and the defendant rearrested.

Capital Felony - An offense in which the death penalty may be imposed (C.G.S. §53a-54b).

"Chip Smith Charge" - The "Chip Smith charge," as it is known in Connecticut, is an instruction to deadlocked jurors, urging the members of the minority to examine closely the views of the majority in an effort to reach a unanimous verdict.

Clerk of the Court: Officer of the court who is in charge of maintaining the court records.

Complaint: The first document filed in a civil lawsuit in which the allegations of the case are set forth.

- Conditional Discharge: In criminal cases, a disposition in lieu of a prison term based on the fulfillment of certain court-ordered conditions.
- Continuance Date: Date on which the case will next be heard in court.
- Court Monitor: An employee who records testimony during courtroom proceedings using electronic recording equipment and later transcribes that testimony.
- Court Reporter: An employee who records verbatim testimony during courtroom proceedings using stenographic equipment and later transcribes that testimony.
- Court Trial: Trial by a judge, rather than by a jury.
- **Defendant**: The accused in a criminal case; the party against whom relief or recovery is sought in a civil case.
- **Discovery**: A request by one party for disclosure of information or facts known by other parties or witnesses.
- Dismissal: An action, taken by a judge, which concludes the case.
- Dismissal Without Prejudice: Permits the complainant or prosecutor to renew the matter, while dismissal "with prejudice" bars the right to bring or maintain the same claim or action.
- Docket: A list of cases to be heard in court on a given day or week.
- Emancipated Minor: A person under the legal majority age of 18 who is granted most rights and legal privileges of an adult (see C.G.S. §46b-150, et seq.).
- Execution Suspended: A prison sentence that is suspended in whole or in part provided certain conditions of probation or conditional discharge are met.
- **Felony**: Any offense for which a person may be sentenced to a term of imprisonment in excess of one year.
- Felony Murder: A murder committed during the commission of a felony.
- Guardian Ad Litem: A guardian appointed by the court for a minor for specific proceedings.

Habeas Corpus: A proceeding designed to bring a person before a court in order to test the legality of that person's detention. In most common usage, it is directed to the official or person detaining another, commanding him to produce the person detained to court for the judge to determine if that person has been denied liberty without due process of law.

Honor Court: A program of outpatient group therapy for alcohol abuse.

Incarceration: Confinement to a state correctional institution or center.

Information (the): In a criminal case, the formal charging court document in the clerk's file, which contains the charges, dates of offenses, bond status, continuance dates and disposition.

Infraction: A breach of state law, regulation or local ordinance so designated by the legislature, for which any fine due may be paid by mail and an appearance in court is usually not required.

Investigatory Grand Jury: An "investigatory grand jury" means a judge, constitutional state—referee or any three judges of the Superior Court, other than a judge designated by the Chief Justice to serve on the panel, appointed by the Chief Court Administrator to conduct an investigation into the commission of a crime or crimes.

Jury Charge: The judge's formal instructions on the law to the jury before it begins deliberations.

Juvenile Matters: Include all proceedings concerning uncared-for, neglected or dependent children and youth within this state, termination of parental rights of children committed to a state agency, matters concerning families with service needs, contested matters involving termination of parental rights or removal of guardian transferred from the Probate Court and the emancipation of minors, but does not include matters of guardianship and adoption or matters affecting property rights of any child or youth over which the Probate Court has jurisdiction, provided appeals from probate concerning adoption, termination of parental rights and removal of a parent as guardian shall be included. Juvenile matters in the criminal session include all proceedings concerning delinquent children in the state.

Magistrate: An individual who is not a judge and who is authorized to preside over certain types of proceedings. For example, family support magistrates preside over matters involving the determination of parental obligations for financial support of minor children.

Minor: A person under the age of legal majority, which is 18 years.

Misdemeanor: A crime that carries a maximum penalty of one year and/or a \$2,000 fine.

- Mittimus Judgment (Mitt): The formal document prepared by the clerk to present a convicted defendant in a criminal case to the Commissioner of Correction for incarceration.
- No Contest/Nolo Contendere: A plea entered by a defendant in a criminal case who neither admits nor denies committing the crime charged. If the judge accepts the plea, however, the defendant is found guilty.
- Nolle: Short for nolle prosequi, which means "no prosecution." The prosecuting authority, acting on behalf of the state, elects not to prosecute a criminal case, but retains the right to reopen the case at any time during the next thirteen months. The prosecuting authority states, on the record in open court, the reasons for the entry of a nolle. Once a nolle has been entered on the record, the prosecution is terminated and the defendant is released from custody. A defendant may object to a nolle being entered. If the state wishes to proceed against the defendant after 13 months, it must initiate a new prosecution. (Practice Book §39-29, 39-30, 39-31).

Nolo Contendere: See "No Contest"

Peremptory Challenge: The rejection without cause of a prospective juror by the attorneys in a case. State law specifies the number of available peremptory challenges (C.G.S. §51-241, 51-243, 54-82g, 54-82h).

Plaintiff (complainant): The party who sues in a civil action.

Plea: An accused person's answer to a charge in a criminal case (e.g., not guilty, guilty, nolo contendere).

Pleadings: The formal documents filed with the court by the parties in a civil or criminal case.

Pretrial Family Violence Education Program: A program for family violence offenders that, if granted and successfully completed, results in dismissal of criminal charges (C.G.S. §46b-38c).

Probable Cause Hearing: A hearing held before a judge in criminal cases in which the defendant faces a possible sentence of life in prison or death, to determine if sufficient evidence exists to proceed with prosecution. Unless waived by the accused or extended by the court for good cause shown, the probable cause hearing must be conducted within 60 days of the filing of the complaint or information in Superior Court (C.G.S. §54-46a). Probable cause hearings are also held if a defendant has been arrested without a warrant and has not been released from custody by the time of the arraignment or is not released at the arraignment pursuant to P.B. 38-4. Such a

- hearing must occur no later than forty-eight hours following the defendant's arrest. (See P.B. 37-12.)
- **Probation**: A sentence whereby a convicted offender receives a completely or partially suspended term of incarceration and is placed under the supervision of a probation officer for a period of time determined by the court. Generally, the maximum periods of probation allowed by law are five years on felony cases; three years in Class A Misdemeanor cases; two years for a Class B Misdemeanor and one year for a Class C Misdemeanor (C.G.S. §53a-29).
- Public Defender: An attorney appointed and paid by the state to represent indigent defendants in criminal matters.
- **Referee:** Judges who reach the mandatory retirement age of 70 are referees. Referees may be designated as Judge Trial Referees by the Chief Justice -- a designation which confers eligibility to preside over certain types of cases.
- **Restitution:** The act of making good, or of giving the equivalent for, any loss, damage or injury. Restitution is frequently a condition of probation.
- **Senior Judge:** A judge who has attained the age of 65, or who has met certain other requirements may voluntarily elect senior status. Senior judges hear cases on a part time basis until they reach the state's mandatory retirement age of 70. Upon attaining the age of 70, senior judges become referees.
- **Sentences (C.G.S. §53a-28)**: The penalty imposed after conviction of a crime. Types of sentences are:

<u>Concurrent</u> - Multiple sentences will be served at the same time (i.e., sentences of 10 years, 8 years and 2 years - to be served concurrently - equal a total effective sentence of 10 years.)

<u>Consecutive</u> - The sentences are served back-to-back. The same example above would equal a total effective sentence of 20 years.

- Small Claims: Civil actions to recover monetary damages up to \$2,500.
- **Slip Opinions**: Slip opinions are opinions of the Supreme Court or the Appellate Court that are released prior to their publication in the Connecticut Law Journal.
- **Special Sessions of the Superior Court:** A program of the Judicial Branch where cases of a single type are heard by the same judge. Examples are the Drug Session of the Superior Court, Tax Session and Community Court.

- State's Attorney: An attorney who represents the state in criminal actions.
- Substitute Charge (Substitute Information): In a criminal case, a charge that replaces the original charge by the prosecutor.
- **Time Served**: A sentence of incarceration equal to the amount of time a defendant has spent in custody awaiting disposition of the case.
- Transfer: A court ordered assignment of a case to another court location.
- **Trial De Novo**: A new trial or retrial in which the whole case is presented as if no previous trial had been held.
- **Unconditional Discharge**: The defendant in a criminal case is released with respect to the conviction for which the sentence is imposed without imprisonment, probation supervision or conditions.
- **Violation**: An offense for which the only sentence authorized is a fine, unless expressly designated an infraction.
- Voir Dire: "To speak the truth". The questioning of prospective jurors or witnesses about their qualifications.
- Youthful Offender: Subject to statutory restrictions (et seq. C.G.S. §54-76b), a status available to individuals who were 16 or 17 years old at the time they committed an offense. Once the court determines that the defendant is eligible to be adjudged a youthful offender, the case follows the same procedure as other criminal cases, but the proceeding and file are closed.